

Z 56
S 745s
1913

A
A
0
0
1
1
6
8
6
2
7
6



UC SOUTHERN REGIONAL LIBRARY FACILITY

SPENCERIAN ~
~ SHORTHAND



THE LIBRARY
OF
THE UNIVERSITY
OF CALIFORNIA
LOS ANGELES

22

492

Spencerian Shorthand

for

Amanuensis, Court, and Verbatim
Reporting

BY
L. C. SPENCER

B. O. FAKER

REVIEWER

CALL OF TEXAS

Eighth Edition

PRICE \$2.00

Published and Sold by the
SPENCER PUBLISHING CO.
New Orleans, La.

Copyrighted 1913
By
SPENCER PUBLISHING CO.

All Rights Reserved

Press of
LOUISIANA PRINTING CO., Ltd.
New Orleans, La.

ABSTRACTED TO 1914
201308A 2017A

Z 56
57453
1913

PREFACE

Since the last edition of this little book, the Spencerian Quick Writing system has made enormous progress, not only with professional stenographers but with the general public.

In the edition preceding the present, the author was content to state as simple facts the claims of the system.

So stated, they appear to all writers of other systems extravagant enough!

Yet there is nothing so hard as a fact.

Whether in the material world or in the impalpable realm of the intellectual, facts are equally indestructible.

Men and all their fallacies die, but their facts live on.

It was never the intent of the inventor and developer of this system, laboring single-mindedly, with one great goal ahead of a life's ambition, to devise merely a new stenography, whose excellencies were to be entered in a race with those of all the other splendid systems born of the genius of man.

His real aim, however, and whether or not he had attained it, he preferred at that time to state rather as detailed facts of an achievement.

From these facts, now demonstrated beyond question or cavil, the studious mind every-

448302

TUTTLE
JAN 5 '43
LIBRARY SETS

where deduced certain unavoidable and incalculably important conclusions.

1. The Spencerian Quick Writing is not phonography. It is simplified spelling, written with the simplest characters, governed by the simplest rules:

2. Its aim has been to be as quick as speech and as legible as longhand, and that aim is achieved.

3. It was never intended for the exclusive use of the professional stenographer.

4. *It is a new method of writing, by which all men, instead of using the slow longhand, may write each other as swiftly as they speak, which speed must be admitted to be a requisite without which all writing is deficient and inadequate.*

Such a writing, to be accepted and to come into the general use for which it is intended, must be so simple as to be easily mastered by the grown person, now using longhand, as well as by the child as little advanced as the Third Grade of our Public Schools.

The summary of the claims made in the preceding edition clearly make out such a claim total for the Spencerian Quick Writing. Had these claims, or any of them, been untrue, they would have fallen as the lie always does.

A wonderful other result has been the case. Multitudes have demonstrated them practically.

Children have so forcibly verified them that numerous daily and weekly newspapers are presenting the ten short, simple lessons to

meet the demand and for the benefit of their general readers.

Boldly and plainly stated, this system aims to take the place ultimately of longhand among men — for the reason that it is infinitely simpler and infinitely swifter than longhand and absolutely as legible.

No one who has watched a pupil or a class, from the initial to the final lesson, can doubt the ease with which it is learned, the speed with which it is written, the legibility with which it is read or that — whatever the delay in the process of evolution, resulting naturally from conditions — Spencerian Quick Writing has come to take the place of longhand universally among men.

No one knowing the utter impossibility of using any other system as a means of writing between men can fail to understand why none of these systems has ever made any pretense or progress in this wise; and why the Spencerian Quick Writing stands alone in aspiration and accomplishment; and why, affording this vast utility, it is as certain of universal use as were the typewriting and adding machines, or the linotype.

On the marvelous progress made in less than a year, often converting the most stubborn, most analytical and finest experts and teachers of shorthand in the land, and that by the force of gravity of its own inherent arguments (which have never failed where they have had a hearing even among hostile commercial interests), is based the certain prediction that this system is destined to rule in every college and

school where shorthand is taught for the professional use of the student; and that, with the certain growth and increase of its well founded fame, some state, adopting it for its public schools, will demonstrate to the world a generation of children writing to each other, before the close of the first session, with a speed of which their fathers never dreamed, and to these parents as remarkable as the telephone would be to one of our suddenly resurrected great-grandfathers.

It is impossible to conceive the great American people standing still in the universally used art of writing when a new invention, so easily within the reach of all, will save each user from five to twenty times the time he now consumes in transferring thought from his brain to the paper and thence to some one else. Such an outcome is impossible to the brain of normal American progress.

L. C. SPENCER.

The Alphabet of Spencerian Shorthand

FIRST LESSON.

DOWNWARD AND FORWARD STROKES.

b d f g k l m n r s ss t v w y-ly
ses



sh ing-ng shun



Vowel position



1. The vowel position is never read before a character. A letter placed in any vowel position is read first, and the vowel is read next, thus: "N" placed in the "I" position, above the line, is "NI," placed on the line, in the "E" position, is "NE," written through the line, in the "A" position, is "NA," etc.

2. Write only the sounded letters in a word.

buy bi		says sas		see se		she
may ma		mow mo		my mi		show sho
die di		new nu		view vu		shy shi
fic fi		vie vi		knee ne		boy
gay ga		tie ti		rise ris		fully fuly
was 		nose nos		nice nis		days das
nicely nisly		no- tion		sing 		sing- ing

3. A word-sign is a character that stands for the word.

4. The student should memorize the word-signs so as to be able to write them rapidly and without hesitation.

PUNCTUATION.

Repeat
Marks : . ? ! ¶ - - () [] " "

5.

WORD-SIGNS.

I-the satisfy-ed-action
actory

if a-an-and

of give-gave-given

will-well have-half

all in-any

gentlemen think-thank

gentleman such-shall-ship-ed

is-his take-took-taken

as-has now

us-used-use-ful before-belong

you-your from-form

thing are-or-our

business company

PHRASING.

6. The word-signs, "a-an-and," and "I-the" should be made very short.

7. To phrase "and-a, and-an," write the last tick horizontally to the left.

and I-the and a and I see
the

and I do and a and the
the fee day

you and I and a and I will
and the fake

You may buy the roses if you care to do so.

.....

You may see us in four or five days.

.....

We may give you the money to buy the roses.

.....

See letters 1 and 2, Dictation book, for practice in connection with this lesson.

8 SECOND LESSON

Up strokes p q sq ch j wh.

Strokes made up or down

l k h th u ing-ng shun.

Forward and downward strokes

a c e i o z x tw-dw.

The "SH" character is used only at the beginning of words or when standing alone.

When "Y-LY" will not make a good joining with the preceding character strike it horizontally to the "right or left."

"C" is seldom used unless as an initial.

A proper name is indicated by placing the ditto marks (") directly underneath it.

When standing alone "H" is written with the open end down; when connected with other characters, it may be written up or down.

"CH" is written down after "B, F, M," and "W."

"B" is made up at the beginning when followed by "Q."

"L" is always written up when standing alone; when joined to other characters it may be written up or down.

"U" is always understood after "Q."

9. A dot placed before a character expresses the long sound of the position vowel; after it, the other sounds. This is seldom if ever necessary.

law / Fay) pale / sigh °

lay / bane L gay | he 2

paw / joy / pan / nook 7

pay / chew / weigh \ M ke /

my — fetch } neigh — lake /

nigh — leach / pug 1 pike 1

peg 1 beach / dutch / shake 7

page 1 batch / ditch / notch /

cake / pone / hole 2 squeak 1

10.

WORD-SIGNS.

how-hope 7 beyond /

disappoint-ed-ment 6 yet /

defend-ed-ant (..... develop-ed-ment (

subject-ed-tion 9

11.

week nag size joke
 wish touch sizes foe
 to load coke hay
 money beak woke fang
 teach fully yoke chew-
 ing
 toy folly yell quick
 row she yale whig
 sail shy mill mo-
 tion
 ocean bake lag hack
 make lea squaw leak

FIGURES.

\$15.50, \$5. \$500. \$5,000, \$500,000, \$5,000,000, 5%.

15⁵⁰ - 5 - 5 - 5 - 5 - 5 -
 ----- 4 - 4 - 4 - 4 - 4 -

See letters 3 and 4, Dictation book, for practice in connection with this lesson.

15 4

THIRD LESSON

12. "SS" is usually pronounced "SES," "SEZ," "SIS," "ZES," etc., and is written and read in the same manner as "S."

13. When attached to curves "S" is written on the inside of the curve; this is called the *CIRCLE SIDE* of curves.

nice zealous same

racing wishing roses

races seems rice

sailing mass-
ing was

serious suffice days

spice snow-
ing fees

this niece sure

14. When "S" preceeds "A" or "E," it is expressed by making the *CIRCLE* on the reverse side of those characters, omitting the hook.

A	SA	E	SE	There are but few words that make the use of these characters necessary.

sauce

scance

.....

vase suit- sickly
ing
shies shoes case
ties twice sacks

cast question cask
tussle nicer Jessie

Mason wiser Messrs.
dismiss miserly mizzen

18. extra which
except each
accept much

19.

most lisp list

west lesser lost

whist must best

sighing post mist

keys cost rest

twist chosen test

20. Writing frequently occurring words in the "U" position indicates that "YOU" or "YOUR" follows them.

do you of-if you

and you to you

21. The word-signs, "extra," "in-any;" "I-the;" "a-an-and;" and the syllables "mis," "dis," "re," "be," and "de," may be written in any position.

extra- in case remiss

dispose extra demise
space

See letter 5, Dictation book, for practice in connection with this lesson.

FOURTH LESSON

RULE I.

22. A small hook at the beginning on the inside of curved strokes is "A" or "E." A large initial hook is "O" or "U."

23. Vowel hooks are always read first, and then the character to which they are attached.

24. Words that do not require position are written on the line.

ape am up

aims arrest arise

abase arose on

away Eula Amos

answer arson ally

aimless Anna efface

25. These hooks are also employed on straight strokes; on the *CIRCLE SIDE* of "T" and on the *REVERSE SIDE* of the others.

at attest eaves




action oak ago

ages eat oates

FIFTH LESSON

RULE II.

30. A small hook at the end on the *CIRCLE SIDE* of all strokes is "F" or "V."

pave  living  quaff 



stave  leaving  taffy 



live  lively  paving 




love  level  puffing 

PHRASING.

31. The "F" or "V" hook in phrasing is "IF," "OF," "HAVE" or "FAVOR."

I have  if you will have 




you have  you have a 

you have  the  you may have 

32. A large hook at the end on the *CIRCLE SIDE* of curved strokes and on either side of straight strokes is "P" or "B."

tap  cap  gap 

rap  slap  leap 

top  wrap  tip 

tapping nappingslapping
 type leapingtipping
 shape shopmap

PHRASING.

33. The "P" or "B" hook in phrasing is
 "BE," "BEEN," or "HOPE."

to be may be
 we hope you will have you been
 they have you may be
 he may be you will be

WORD-SIGNS.

34.

difficult-ty govern-or-ed-ment
 republic-an establish-ed-ment
 represent-ed diploma-cy-tic
 duplicate-ed-tion




Practice letters 8 and 9 in Dictation book in connection
 with this lesson.

SIXTH LESSON




RULE III.

35. Make any character double length to add "N," "M," or "L." Make any character half length to add "T," "D," or "TH."




came..... him..... night.....




cat..... hit..... lighted..........




when..... twenty..... quote.....



wheat..... Monday.......... could.....

"B" and "P," if preceded by any other character, may be written up or down. "P" may be written down at the beginning before "M" and "W."

readable.......... movable..... heated.....

tele-..... penman-..... place.....
phone ship

passable.......... peaceable.......... come.....

hold..... stable..... pleased.....

field..... that..... still.....

resolv-..... what..... while.....
able

36. The character "Q" should be made with a large hook, as shown in the alphabet, and when "AQ" or "EQ" is required, write the hook very small.

quality	quail	quit
equality	equal	acquit

37. Should it become necessary to make a distinction between "N," "M," or "L" in words of one syllable, or proper names, the "N," "M," and "L" strokes should be used; lengthening for "L" only when the "L" coalesces with the stroke, thus:

place, pales, glass, gales, please, scales, clan, blames, gleam.
Mann, Benson, Bill, Bly.

38. In the halving principle: To make a distinction in common words of one or two syllables, or in proper names, use the "D" and "TH" strokes.

let, pat, lead, lot, path. Wright Madden Matthew

PHRASING.

39. Make any character double length to add "WILL," "WELL," or "ALL."

we will be		of all the	
by all means		which will have	
who will do the		they will have to	
they will have been		he will do well	

WORD-SIGNS.

immediate-ly		notwithstanding	
certain-ly-ty		advise-cd-advice	
advertise-cd-ment		into	
glad-ly		month-ly	

Practice letters 10, 11, 12, Dictation book, in connection with this lesson.

SEVENTH LESSON

RULE IV.

40. A small hook at the end on the reverse side of all strokes is "G" or "J." When a half length stroke is followed by a hook the "T," "D," or "TH" is generally read after the hook. "G" hook closed is "GS".

gageslaglog

stagejudgecage

wagonmugswages

vaguely.....judging.....twig

41. The "G" hook in phrasing is "GIVE," "GAVE," or "GIVEN." When closed the "G" hook is "GIVE US" or "GAVE US."

I gave youyou gave the

I gave theI gave to the














to give youI gave in to you

we gave youand give us

wemaygiveyou.....we give to the

42. "PARTY," "DEPARTMENT," "SOCIETY," "EXPRESS," "OLOGY," etc., are expressed by writing "P" for "PARTY," "D" for "DEPARTMENT," "S" for "SOCIETY," "K" for "EXPRESS" and "L" for "OLOGY," through the preceding character.

43. Words that are repeated as, from day to day, night after night, day by day, etc., are written close together, as shown in the illustration.

lace department 	fishing party 
suit department 	to express 
Republican party 	you may express 
my society 	my department 
fast express 	shoe department 
theology 	etymology 
physiology 	from day to day((..
day after day((..	day by day((..

Letters for practice 13, 14 and 15.


EIGHTH LESSON


RULE V.


44. "K" may express "CON," "COM," "CUM," and "COUN," and may be written in any position.

45. "SM" at the beginning of an outline may express "CIRCU-M."


46. Use "I" for "IM" or "ILL," and "N," for "IN" or "UN."

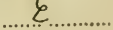
convey 

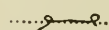
circumstance 

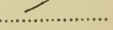
contain 

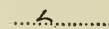
noncommittal 

communicate 

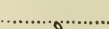
discontent 

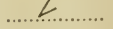
constancy 


convict 


contempt 


compel 


impose 


connect 


unseen 


immune 

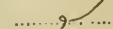
circulation 





























condemn 

counsel 

commence 

immense 

impassible 

conduce 	condition 
combine 	compulsion 
countenance 	incision 
compose 	continue 
impel 	contention 
implicit 	consist 
imagine 	confuse 
uncertain 	intense 
imbecile 	illusion 
impossible 	command 
impute 	commend 
compute 	consequence 
immunity 	immodest 
imposition 	illadvised 



Practice letter 17 in Dictation book.



NINTH LESSON



RULE VI.



47. Shade any character but the circle to add "R." "Z" may be shaded to distinguish it from "S."


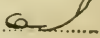
48. The indicated "R" may be read either before or after the position vowel. "Y" shaded is "YR," or "RY."

break  transfer 

attraction  more 



near  fisher 

liar  rare 

incomprehensibility  irresistibility 

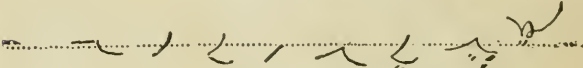
WORD-SIGNS.

49.

ever-every-very  favor 

50. If necessary to make the word absolute in words of one syllable, or in proper names, shade for "R" only when the indicated "R" coalesces with the stroke; if the vowel intervenes, use the "R" stroke thus:

tree tear bray bar crow core Brann Parker Witherspoon

..... 

PHRASING.

51. In phrasing, the words "ARE," "OR," "OUR," and the syllable "RE," are added by shading the character.

52. Lengthening a shaded character adds "IN" or "THAN." "THAN" is also represented by the letter "N."

we are we are in receipt
of your favor

we are in they are

more than we are in receipt
of your letter

to our we are of your
opinion

by return mail by our

under separate be it more or less
cover

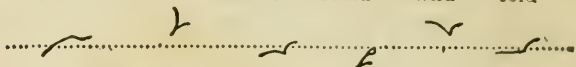
53. The character "U," when preceded by any other character, may be used for either "O" or "U."

Leo tomorrow trio tobacco

.....

54. When "N," "M," or "L" is followed by "T," "D," or "TH," use the halving instead of the lengthening principle, when possible, thus:

land filled mould scold wild told

.....


55. "TO," "IT," or "NOT," may be represented by the halving principle.

After the first syllable, half length "M," "B," "D," "G," "L," "V," etc., may express "MNT," "BNT," "DNT," "GNT," "LNT," "VNT," etc. When "M" will not make a good joining for "MNT," use half length "N." Shaded "TY-DY" is "TRY" or "DRY."

incident laundry

payment inducement

relent management

sundry resentment

movement may it -not







impiement do it -not

compliment do not do it

raiment did not













pagent be it

56. "K" made half length and shaded may express "CONTRA," "CONTRE," "CONTRI," "CONTRO," "COUNTER," and may be written in the position of the following syllable.

countermine		countermand	
contradict		controversy	
counterbalance		contribute	

57. "N" made half length and shaded expresses "INTRA," "INTRE," "INTRI," "INTRO," "INTRU," "INTER," and may be written in the position of the following syllable.

58. A tick struck diagonally across a character indicates an abbreviation.




interest		Missouri	
introduce		Mississippi	
interspect		Minnesota	
international		Wisconsin	
interstate		New York	
intercede		California	




Practice the following phrases, and letters 18, 19, 20 and 21 in Dictation book before reviewing.




PHRASING.




There are certain words, or combinations, which are leaders, so to speak, and to these may be joined various other words making a most easily executed outline.




We give below a list of some of the most commonly used words in ordinary business affairs. These words and combinations should be so thoroughly practiced by the student THAT there will be no hesitancy in applying them.




I am		will you	
I am not		will you have	




you may		will you have the	
(you may have)		will you have your	




you may have		may you	
the		may you have	




you may have a		may you have the	
		may you have your	




you may have		may you have a	
your		and that you	

are you		and that you may	
are you of		and that you are	

are you of the		and that you	
are you of a		may have	

are you of the		and that you	
same		may have the	

do you		and that you may	
do you have		have your	

do you have a		if you	
do you have the		if you have	

by our
to you

I gave
 I gave the

it will
it will have

I gave to the

it will be
you can

I have been in
the

it will be
necessary

and have been in
if you

you can have
you can have the

if you will
if you will have

you can give
you can give the

and you have
been in the

you can give us
you may give in

if I am elected
it must be

at what time of
the day

in reply will say
that I am not

we will be
pleased

I have not heard
anything

to have your
order

everything on
the subject

to give a
to give the

material element

to give your
to give us

you have no
rights in the
matter

will you send it
at once

and gave your
letter

let us hear from
you

I am of the
opinion

if it
of it

h h

I have not seen
them

ee

if it is
of its

h h

I have not seen a

ee

for it
for it is

h h

and is
and see

b b

for it is to the
for it is to your

h h

and say
and so

b b

if it will
if it will have

h h

and use
and see the

b h

if it will be
if it will do the

h h

and is the
and say the

h h

for it will
for it will have

h h

and so the
and use the

h h

for it will do the
from you

h h

and is a
and see a

b b

from our
in our

h h

and use a
you have

b h

in your
by our

h h

you have been
you have been in

h h

by your
to our

h h

you gave
you gave the

h h

to your
no our

h h

you gave your
you gave a

h h

and have not seen
I have not seen

ee ee

is his
see his-us

o o

I have not seen
your

ee

as has
so his

o o

in all
in all things

it is for you

in all such
things

better than
more than

in all cases
to all

more or less
more of your

to all things
to all such

about the matter

by all
by all means

in case you have

on all
of all

by the time you
have

of all things
in all his

(by the time you
give us

from time
to time

as soon as you
have time

from year to
year

as soon as you
can have

from city
to city

as soon as you
can give us

in regard to the
matter

it is impossible

your own
my own

(in receipt of
your letter

it is your own

in response to
your

nevertheless
I have not

know of no
reason

QUESTIONS ON SPENCERIAN SHORTHAND

1. Write all the characters from memory.
2. (a) When is the position vowel read?
(b) What is a word sign?
3. What is said about the use of the "Y-LY" character? "C"? "Sh"?
4. What is said about the sound of "U" after "Q"?
5. How indicate proper names?
6. What is said about the direction of "Ch"? "H"? "L"?
7. How may the long sound of a vowel be distinguished from its other sounds?
8. Where should a word be written when no position is needed?
9. What is meant by phrasing? Which word of a phrase takes the position?
10. What does the shading of a character add?
11. Which is read first, position vowel or the indicated "R"?
12. What sounds may shaded "Y" be used for?
13. Explain when this shading principle should not be used.
14. What words may be added by shading a character?
15. How should the word-signs, "I-the" and "a-and-an" be made?

16. How distinguish "and-an" from "and-I" and "and-the"?

17. How should circles be joined to curve characters?

— 18. How write "S" before "A" or "E"?

19. What sounds is the large circle used for?

20. How should circles be written to straight characters?

— 21. How should circles be written between straight characters in the same direction?

22. How should circles be written between reverse curves?

23. Which of the word-signs and syllables do not take their own position at the beginning of a phrase?

— 24. Explain value and use of "U" position in phrasing.

25. What sounds may be added by double lengthening a character?

26. Explain the value of double lengthening in phrasing.

— 27. When should lengthening principle not be employed?

28. What sounds may be added by halving?

29. Explain where it might not be advisable to use this principle.

— 30. When either doubling or halving could be used to write a word, which should be chosen? Why?

31. What words may be added by the halving principle?

32. Explain a further use of the halving principle.

33. When may "N" be substituted for "M"?

34. Write from memory all the syllables mentioned in Lesson 5.

35. How indicate an abbreviation?

36. Explain and illustrate the "F" or "V" and "P" or "B" hooks.

37. What is said about the direction of "P" and "B"?

38. What words may be expressed by "F" or "V" and "P" or "B" hooks?

39. Explain and illustrate the "G" or "J" hooks.

40. How may "S" be indicated after "G" hook?

41. What is the usual order of reading a half length followed by a hook?

42. What words may be expressed by the "G" or "J" hook?

43. How write "Party," "Department," "Society," "Express," "ology"?

44. Explain use of small loop at end of word.

45. How may words that are repeated be written?

46. Explain and illustrate all vowel hooks on both curved and straight characters.

47. How indicate "A" or "E" before "Q"?

48. How indicate the vowel before "S" at the beginning of a character?

49. How express an intermediate or final "A" or "E"?

50. For what may the character "U" be used, if preceded by any other stroke?

The above questions embrace almost everything that could possibly be asked in giving an examination in Spencerian Shorthand. They are so thoroughly and systematically arranged, we use them even at the expense of giving Mr. D. L. Hodson, of Chicago, credit for their authorship.

UNIVERSITY OF CALIFORNIA LIBRARY
Los Angeles

This book is DUE on the last date stamped below.

MAY 14 1988

A MAY 01 1988

REC'D IDURL

MAR 07 1989

Form L9—15m-10,'48 (B1039) 444

UNIVERSITY of CALIFORNIA
AT
LOS ANGELES
LIBRARY

Z56 Spencer -
S745s Spencerian
1913 shorthand for
amanuensis.



3 1158 01338 9910

OVERDUE

JAN 11 1951

UC SOUTHERN REGIONAL LIBRARY FACILITY



AA 001 168 627 6

Z56
S745s
1913

